

Opening Date: April 22, 2014
Closing Date: Open Until Filled
Work Location: Austin, Texas
Posting Number: 14-61
Monthly Salary: \$3,944.25-\$4,667/mo
Group/Class: B21/1157
Travel: 5%
Division: Finance - Budget
Number of Positions: 1
Position Number: 1203

JOB VACANCY NOTICE

Budget Analyst III

*Apply Via Mail/Hand Delivery: Texas Water Development Board
Stephen F. Austin Building, 1700 North Congress Ave., Room 670,
Austin, Texas 78701 or via facsimile (512) 463-7644. Refer to
Human Resources (512) 475-2142 Equal Opportunity Employer*

Job Description

Performs highly complex (senior-level) budget preparation and analysis work. Work involves preparing and maintaining the annual operating budget, analyzing and reviewing budget requests and preparing the biennial legislative appropriation request. Assume budgetary responsibility for a major program or program areas. Works under limited supervision with latitude for the use of initiative and independent judgment

Essential Job Functions

- Perform analysis and examine trends of budget usage at the program/department level.
- Prepares department level budget requests, special budget and management reports.
- Reviews financial and operating budget reports for accuracy and identifies areas for more appropriate use of funds.
- Provides technical assistance to staff related to budget and financial matters.
- Maintain listing of budgeted positions for each department and performs monthly salary expenditure analysis.
- Assist in the preparation of major portions of the biennial legislative appropriation requests and operating budgets.

Minimum Qualifications

- Graduation from an accredited four-year college or university with major course work in business, public administration, or related field is required. Education and experience can substitute for one another on a year-by-year basis.
- Three years of experience in financial management, bookkeeping or budget preparation and analysis.

Knowledge, Skills, and Abilities

- Knowledge of and/or experience with Uniform Statewide Payroll / Personnel System (USPS), the Automated Budget and Evaluation System of Texas (ABEST), the Uniform Statewide Accounting System (USAS), and accounting systems.
- Knowledge and/or experience with State of Texas budget reporting requirements, preparing budget requests and accounting principles and practices.
- Advanced knowledge and experience in the use of personal computers for financial analysis, including spreadsheet and database applications.
- Ability to analyze, consolidate and interpret data in a complex funding structure.
- Ability to communicate both verbally and in writing.
- Ability to work accurately with numerical details in a high volume setting.
- Skill in identifying errors during reviews while taking and/or recommending appropriate corrective actions for resolution.
- Ability to work efficiently, and in a dependable, organized and productive manner in order to plan and arrange workload to meet schedules and deadlines.
- Ability to work as a team member in a courteous and effective manner.

Female and minority applicants are encouraged to apply.

Males born on or after January 1, 1960, will be required to present proof of Selective Service registration on the first day of employment or proof of exemption from Selective Service registration requirement. All offers of employment are contingent upon the candidate having legal authorization to work in the United States. Failure to present such authorization within the time specified by the U.S. Department of Labor will result in the offer being rescinded. Only applicants interviewed will be notified of their selection or non-selection. Resumes will not be accepted in place of a completed State of Texas application unless indicated.

HR-002

Revised 4/11



The Texas Water Development Board does not discriminate on basis of race, color, national origin, sex, religion, age, or disability in employment or provision of services, programs, or activities. www.twdb.texas.gov/jobs

Job Vacancy Notice (cont.)

Posting number 14-61

Remarks

- Copy of required academic transcripts and/or licensures and copy of driving record must be submitted at the time of hire. Failure to provide required documentation will result in no further consideration for employment.
- Important Notice: Otherwise qualified candidates who are ultimately considered for potential employment with the Texas Water Development Board may be the subject of a request for any criminal history record information maintained by the Texas Department of Public Safety (DPS). Evidence of a criminal conviction or other relevant information obtained from the DPS shall not automatically disqualify an individual from employment with the Texas Water Development Board.